

ASSISTANT CHIEF INVESTIGATOR-PUBLIC DEFENDER

DISTINGUISHING FEATURES OF THE CLASS: The incumbent is responsible for assisting the Chief Investigator (Public Defender) in the coordination and supervision of the staff, activities, policies and procedures of the investigations unit in the Office of the Public Defender. The incumbent also conducts criminal investigations of felony crimes in preparation of evidence to Grand Jury, Post Grand Jury, preliminary hearings, and trial court. Guidance and direction for specific case related work is received from the attorney assigned to the case. Work is performed under the direction of the Public Defender, Chief Assistant Public Defender, or Chief Investigator-Public Defender with considerable leeway allowed for the use of independent judgment while following prescribed policies and procedures. Supervision is exercised over the work of Investigators (Public Defender) and other subordinate investigation unit personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

Investigates and determines indigent status of defendants and eligibility for Public Defender services;

Performs all aspects of criminal defense investigations, including conducting interviews, investigating crime scenes, securing evidence, establishing facts, preparing reports on results of investigations, and making recommendations;

Assists attorneys in the preparation for and trial including preparation of exhibits, charts, and other physical evidence;

Assists the Chief Investigator-Public Defender in establishing and maintaining procedures for case record documentation and confidentiality, in conformance with prescribed standards;

Assists the Chief Investigator-Public Defender in reviewing upcoming cases to determine the need for investigations and assigning cases to Investigators-Public Defender;

Assists the Chief Investigator-Public Defender with overseeing the work of Investigators-Public Defender and ensures that investigations are conducted in accordance with prescribed standards;

Attends seminars, conferences, and workshops to remain current on changes in law, modern investigative techniques, criminal forensics and other matters;

ASSISTANT CHIEF INVESTIGATOR-PUBLIC DEFENDER-cont'd

Serves as the designated Field Training Officer for Investigators-Public Defender and the internal training officer for the position of Intake Specialists and assists with their professional development and growth;
May direct the course and action of an investigation with other subordinate staff;
Performs administrative duties as assigned by the Public Defender, Chief Assistant-Public Defender, or Chief Investigator-Public Defender;
Assists the Investigators-Public Defender as needed;
Enforces office policies and procedures.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the New York State Penal law, Criminal Procedure Law, Search and Seizure Laws and Rules of Evidence;
Thorough knowledge of techniques and procedures used in conducting criminal investigations;
Good knowledge of investigative interviewing techniques;
Good knowledge of Broome County geographical area;
Good knowledge of how evidence, statements, and affidavits are used in investigative work;
Ability to conduct detailed confidential investigations;
Ability to manage the activities of a unit and oversee the work of others;
Ability to communicate effectively, both orally and in writing;
Ability to gather, assemble, analyze and evaluate facts, findings and evidence, draw logical conclusions, and make recommendations;
Ability to establish and maintain cooperative and effective working relationships with a wide variety of people, including law enforcement officers, members of other governmental agencies, attorneys, experts, clients, expert witnesses, and witnesses;
Ability to remain calm and act effectively in tense and potentially dangerous situations;
Ability to prepare and maintain a variety of reports.

MINIMUM QUALIFICATIONS:

A) Possession of a Bachelor's degree in criminal justice, criminology, police science or closely related field and three (3) years' of experience in criminal investigations;

ASSISTANT CHIEF INVESTIGATOR-PUBLIC DEFENDER-cont'd

B) Possession of an Associate's degree and five (5) years' of experience in criminal investigations; OR

C) An equivalent combination of training and experience as indicated in A) and B) above.

NOTE: Your degree must have been awarded by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of education. If your degree was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

SPECIAL REQUIREMENT: Possession of a Class 5 driver's license issued by the State of New York is necessary at the time of appointment.